

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: Nov 1, 2005 To: Nov 30, 2005

Audience: Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☐ GREEN ☒ YELLOW ☐ RED

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ GREEN ☐ YELLOW ☐ RED

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ GREEN ☐ YELLOW ☐ RED

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

- ☒ Feasibility Study
- ☐ Implementation Phase
 - ☐ Project Initiation
 - ☐ Project Planning
 - ☐ Project Execution and Control
 - ☐ Project Closure

In Process

Phase Deliverable

Deliverables for this phase are:

Software Requirements Specification for the Travel & Expense Management System

Alternatives Analysis

(A change request will result in a new deliverable, a Conceptual Approach to TEMS implementation with consideration for the Roadmap recommendations. Other deliverables will be impacted)

Cost Benefit Analysis

Risk Assessment

Alternatives Recommendation

Implementation Plan for next Phase

Approved Project Charter & Project Plan for the Implementation Phase

Achievements

Completed all 10 User Group Meetings to review, validate, update, and prioritize requirements.

Finished Technical Requirements.

Finished Functional Requirements.

Completed Software Requirements Specifications v 2.0. (SRS)

Finished Viable Alternatives Recommendation.

Started Change Request CR001 for developing a Conceptual Approach to TEMS implementation.

Meet with Steering Committee on Nov. 29. Presented CR001 – approach was accepted.

Objectives for the next reporting period

Complete CR001.

Start work on the Conceptual Approach

Schedule

The first milestone (the SRS and Viable Alternatives deliverables) was scheduled to be complete on November 22. The milestone was actually completed on November 28. That was two days overdue.

The schedule for the rest of the Feasibility Phase will be re-baselined after CR001 is complete. That is because the rest of the deliverables for the Feasibility Phase will be impacted and their scope likely altered.

Budget

Estimate about 3,000 hours effort for the Feasibility Phase - Sept. 2005 through mid-February 2006. Estimated hours through October 30 was 950. Actual hours through October 30 was 857.

Estimated hours for the Feasibility Phase may change due to CR001.

Issues

Here is the main issue from last month:

“There is an issue around how to proceed in incorporating the “Could Be” expense management model coming out of the Roadmap. The “Could Be” model may require some changes to policy and statute. Thus, the feasibility study will need to address the following additional questions:

- How should these changes be addressed in the TEMS implementation?
- What impact will these changes have on the recommendation for the TEMS implementation alternative?

How can the TEMS project begin the incremental migration to the "Could Be" business architecture?"

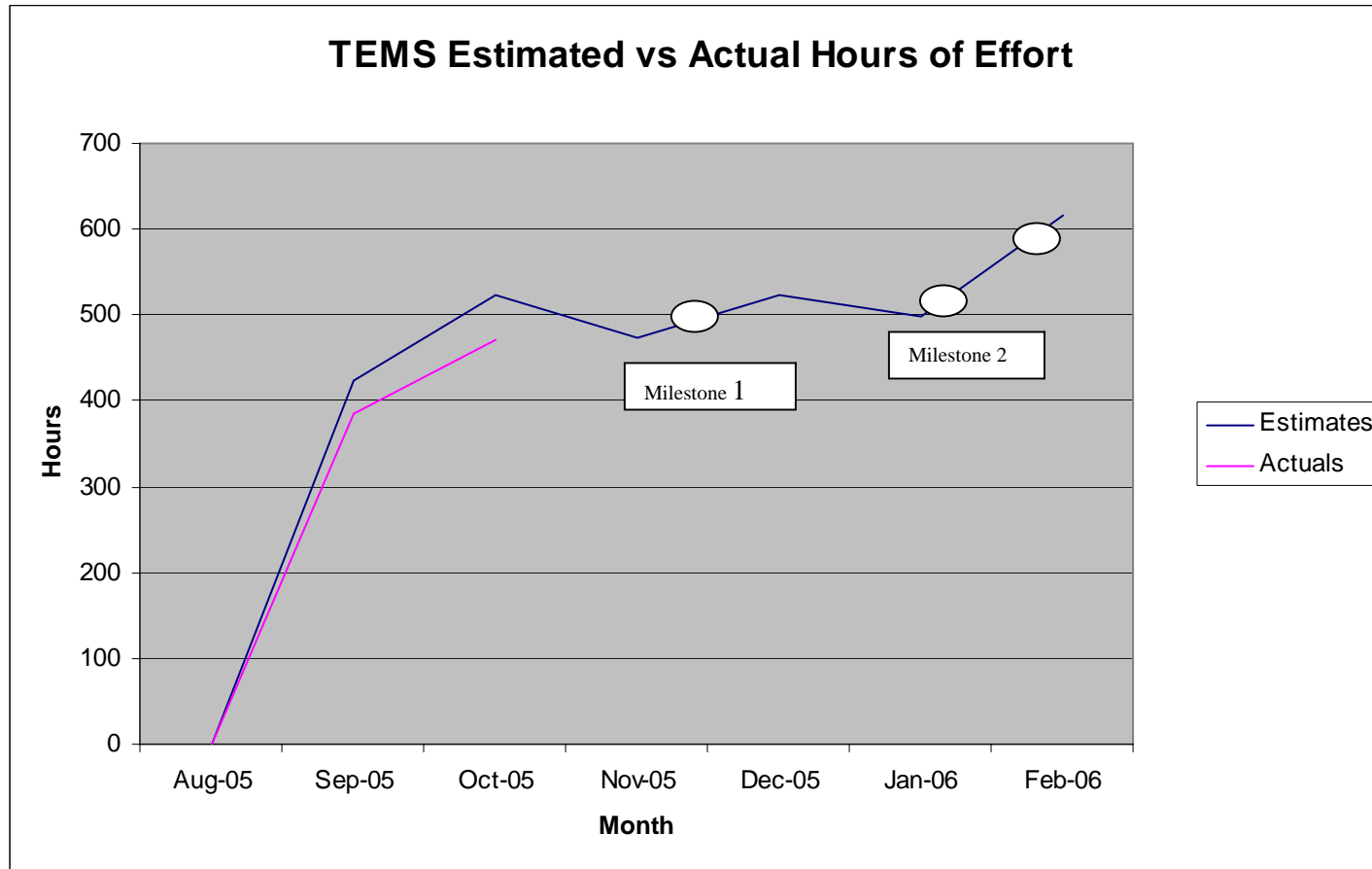
The Roadmap Project Team has released their recommendations for the State's desired travel and expense management processes. Now that these recommendations are known, CR001 will result in a Conceptual Approach to TEMS implementation with considerations for the Roadmap.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

No new risks at this time.

Progress Summary



Effort					Cost				Schedule			
Milestone	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Original End Date	Revised End Date
Feasibility Study	3000	857	TBD	NA	NA	NA	NA	NA	Kickoff: Sept. 8, 2005	na	Feb. 22, 2006	NA
Milestone 1 (Requirements & Viable Alternatives)									Nov. 22, 2005	Nov. 28, 2005		
Milestone 2 (Recommended Alternative)									Jan. 16, 2006			
Milestone 3 (Start Implementation Phase)									Feb. 22, 2006			